

CODIB-D-28
16 March 1959UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Committee on Documentation

SUBJECT : Proposed Action to Improve Titles of Information Reports

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1. During the past eighteen months the CIA indexing staff has sought to improve the quality of the [] product by regularly expanding titles of information reports which fail to give precise indication of the subjects under discussion. The size of the problem has proved to be unexpectedly large as suggested by the fact that more than 30,000 titles were edited out of 90,000 USIB reports indexed during the last six months of 1958. The potential benefits of full titles are numerous throughout the information handling cycle but they border on the essential in retrieval systems where the analyst must determine which documents to consult in full solely on the basis of the title and related citation data.

2. While some title editing at the indexing stage will no doubt prove necessary under any conditions, it seems pointless to treat the end product without parallel effort to eliminate the problem at its source. I am, therefore, submitting for your consideration and early CODIB action the following proposed actions on the problem:

- a) "Draft Guide on how to write abstracts and title expansions", (with attached sample documents bearing amended titles) prepared by Document Division, OCR/CIA, 25 February 1959.

proposed action: CODIB evaluation followed by distribution to the community.

- b) Draft Memorandum for Field Reporting Officers, USIB Member Agencies.

proposed action: CODIB evaluation followed by distribution to all reporting officers of USIB organizations in the field.

- c) Draft collection instruction for incorporation in USIB collection manuals.

proposed action: CODIB evaluation and issuance as an amendment to collection manuals for field reporting officers.

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3. You are requested to submit in writing by Monday, 27 April, your recommendations for additional or alternative measures and your suggestions for revision of the proposed drafts. A consolidated version of proposals b) and c) above will then be submitted to the CODIB for action at an early date.

Paul A. Borel
Chairman

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